



24.09.2024

Dear Parents and Guardians,

Work Experience Week: Monday 14th July 2025 to Friday 18th July 2025

As we continue to work with students to give them the best choice and opportunity for post-16, we are going to be running Year 10 work experience during **July 2025**.

This is an opportunity for students to learn about the world of work and gain some experiences which will help with post-16 applications next year, whether that be college, sixth form or apprenticeships.

Work Experience is a compulsory requirement of secondary education, and **all students are required to find an external placement** during the allocated week. No other absence will be authorised during this time.

Students will need to find a work placement themselves, this process is an important part of work experience, and we encourage students to do this as independently as possible. Placements can be organised through family and friends, or we can provide support in school through Derbyshire County Council.

We are using Unifrog (www.unifrog.org) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Step 1: Students need to agree the placement with the employer.

Step 2: Students then add the placement to their Unifrog account (they'll find the Placements tool on their Unifrog homepage).

Step 3: The Unifrog system will then email the employer, the parent / guardian, and the school, to collect the necessary information and permissions.

Please note: For the process to work, **it's essential that students add the initial information about the placement accurately.**

Finding out more:

- Unifrog have created a set of guides about placements which you can find [here](#).
- A Workshop will be available during the Year 10 Settling in Evening on 10th October 2024.



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Next steps:

- Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
- If you have any questions, contact Miss Tiochta. Email: deborah.tiochta@davinciacademy.co.uk

We wish you the best of luck with supporting your child to find a placement. Please do make use of Unifrog's guides help you.

Kind regards,

Miss Kimberley Bradshaw

Year 10 Achievement Leader

